

## **Minutes of the Finance Committee**

**Wednesday, October 2, 2002**

Chair Haukohl called the meeting to order at 8:45 a.m.

**Present:** Supervisors Pat Haukohl (Chair), Jim Behrend, Don Broesch, Joe Griffin, Joe Marchese, and Mike Sonnentag. Genia Bruce arrived at 12:47 p.m.

**Also Present :** Legislative Policy Advisor Mark Mader, Chief of Staff Lee Esler, UW -Extension Director Marcia Jante, County Board Supervisors Carl Seitz and Hank Carlson, Collections & Business Services Manager Sean Sander, Senior Transportation Engineer Bob Haines, County Clerk Elect Kathy Nickolaus, Clerk of Courts Carolyn Evenson, Community Development Block Grant (CDBG) Coordinator Glen Lewinski, Parks Systems Manager Jim Kavemeier, Treasurer Pam Reeves, Sheriff's Business Manager Tom Koth, Employment Services Manager Sue Zastrow, Personnel Committee Chair Duane Paulson, Budget Manager Keith Swartz, Budget Specialist Linda Witkowski, Collections and Business Services Manager Sean Sander, Senior Financial Analyst Linda Hein, Senior Financial Analyst Clara Daniels, Labor Relations Manager Jim Richter, Administration Director Norm Cummings, Records & Central Services Coordinator Rick Kunstmann, and Risk Management Administrator Laura Stauffer.

### **Ordinance 1570- 070: Authorize the Waukesha County University of Wisconsin Extension to Accept School District of Waukesha 21<sup>st</sup> Century Community Learning Center Grant Funds**

Jante discussed this ordinance which authorizes the department to accept a \$181,880 federal grant to subcontract with the Waukesha School District for the second year of operation of a 21<sup>st</sup> Century Community Learning Center Grant. These schools are located in HUD revitalization neighborhoods and involve afterschool programming. Jante noted that the programs average about 100 kids per day and there is a waiting list because they don't have enough teachers. Haukohl noted they have unlimited funding carryover privileges. Jante advised that \$167,000 of the grant will be used to pay for staff.

**MOTION:** Broesch moved, second by Behrend to approve ordinance 1570-O-070. Motion carried 6 -0.

### **Public Comments**

Seitz said \$95,000 was budgeted for Northview in 2002 while \$0 have been appropriated in 2003. He had concerns about Administration allowing this building to deteriorate, whereby he gave examples of such, and he wanted this issue pursued. Haukohl noted that the east wing building is scheduled for demolition and the west wing roof will be replaced this year. But she agreed that the Public Works Committee could review this. Broesch said the Finance Committee could also bring up the issue when Public Works staff appear to review their 2003 budget.

Seitz said he is opposed to the new jail project and he felt the County could save millions by implementing alternatives to incarceration. He asked how to propose a resolution to delete the funding for this project. Haukohl advised that he can bring an amendment forward with regard to the operating budget when the committee considers budget amendments later this month. Mader suggested he work with Chief of Staff Lee Esler to draft the amendment, or review other options.

### **DARE Program Payments and Billing Update**

Sander distributed a report on this issue and advised that eight municipalities have requested DARE program funding as of August 12, 2002. This covers the fall 2001/Spring 2002 semester. The total amount paid out to communities was \$127,840. He noted that \$140,000 had been budgeted and the balance will be allocated to the non-departmental fund. The funds covered a total of 3,196 students. Sander noted this is the last year that DARE funds will be allocated.

### **Mass Transit Funding Update**

Haines distributed copies of his report entitled "Waukesha County Transit System – 2001 Operating Year Summary." Marchese had concerns with those routes that cost, what he felt, was an excessive amount of money per rider.

Haines said the Wisconsin Coach Lines routes range from about \$8 to \$13 per passenger. The 73% cost per passenger increase for Route 901 is because Waukesha County, in 2000, asked Wisconsin Coach Lines to stop including Summerfest passengers, which they never should have been reporting. There was a cost per passenger decrease for Route 906 due to a big jump in ridership, most likely because an additional trip was added.

Regarding the Milwaukee County routes, Haines said there have been large cost per passenger increases with Routes 6 and 8 due to a big drop in ridership. These routes are unique in that we partner with Milwaukee County who pays 30% and Quad/Graphics pays 40%. Waukesha County pays the remaining 30%. Route 79 had a cost per passenger decrease due to increased ridership. Haines noted that Route 302 (New Berlin) may likely be discontinued later this year since it costs about \$25 per passenger, \$3.25 per mile, or \$58 an hour. This was a CMAA funded route and the County paid 25% of the cost. The fare box recovery rate was only 2.86% and the passengers per trip was only 1.39. Esler requested information on discontinued Route 303 which did operate during the first few months of 2000 but was not included in Haines' report. Haines said this was an oversight and he could get that information.

Job Access (JA) Routes 9, 106, and 218 were started through the Job Access/Reverse Commute Federal Grant Program which is intended to take people from Milwaukee to jobs in Waukesha. Waukesha County pays 20% of the cost. Haines said JA 9 isn't looking good and the only reason we're still doing it is because we pay only 20% of the cost. Once the grant runs out, the County will want to consider dropping JA 9. Haines said JA 106 isn't doing so well either. JA 218 is marginal and ranks up there with the Wisconsin Coach Lines routes with regard to cost per passenger.

Haines said the County's paratransit service, provided by Curative Rehabilitation Services, saw a 32% cost per passenger increase. Esler asked why was there such a large increase? Haines said this was basically because they doubled the number of routes that had to be served by paratransit due to the addition of Route 302. If 302 is dropped, so will the overall paratransit cost. Haines noted that paratransit service is mandated and cannot be discontinued.

Haines noted that Waukesha Metro Route 1, the extension to Brookfield Square, performed very well.

To answer Marchese's question, Haines said Quad/Graphics is currently the only corporation subsidizing their routes. Marchese felt a transit task force should be developed on the County level to review these routes in depth. Behrend and Haukoil agreed and Haukoil said this would be a future agenda item.

Broesch requested that Haines bring back a report that groups those routes that serve corporations and those that serve the general public; that it include state, federal, and County funding allocations; and that it include the rationale for the established route. Cost per hour was not necessary information.

### **Ordinance 1570- 055: Amend County Code to Establish and Collect Fees for Mediation and Studies Performed by Family Court Counseling Services**

Evenson discussed this ordinance which amends the County Code to authorize the Family Court Counseling Services Office to exercise the option of changing from a statutory fee schedule to a County established fee schedule to recover costs related to mediation and study services. This will bring the fee for mediation services from \$200 to \$300 per session, and the fee for custody/visitation studies from \$300 to \$600 per study. These fees may be waived for indigent parties. Evenson said these are the same increases that the State Legislature supported previously. It's estimated this will result in an additional

\$16,800 for the final three months of 2002. Estimated revenues for 2003 are included in the 2003 budget book.

Griffin had concerns that in some cases the fees may be too high. Evenson hopes the free mediation and these proposed fee increases will encourage parties to reach an agreement on their own. Evenson did not feel it was fair that the taxpayers pay these bills.

**MOTION:** Behrend moved, second by Broesch to approve ordinance 157 -O-055. Motion carried 6 -0.

#### **Approve Minutes of September 18, 2002**

**MOTION:** Behrend moved, second by Broesch to approve the minutes of September 18. Motion carried 5-0.

#### **Schedule Next Meeting Dates**

Haukoht said the next Finance Committee meeting will be held on October 7 at 8:45 a.m. and the Finance Committee public hearing is scheduled for October 8 at 6:00 p.m.

#### **Read Correspondence**

Haukoht distributed copies of the Executive Committee's most recent correspondence list.

#### **Future Agenda Items**

- Discuss the Possibility of Forming a Transit Task Force with the Finance and Public Works Committees (Marchese)

Haukoht said the November 6 committee agenda will include the following: Review the RFPP Process; Report on Federal and State Financial Assistance for Year Ending Dec. 2001.

#### **Ordinance 1570- 067: Approve the Allocation of Home Investment Partnership Funds for the Four County Home Consortium for Program Year 2003**

Lewinski discussed this ordinance which authorizes the County to execute agreements with the Federal Government to accept up to an estimated amount of \$1,350,000 of HOME program funds for program year 2003, which is consistent with the proposed 2003 budget. These funds cover the four county region, of which, Waukesha County is the lead agent. This ordinance involves no tax levy impact. The Community Development Block Grant (CDBG) Board will determine how the funds are allocated.

**MOTION:** Griffin moved, second by Marchese to approve ordinance 157 -O-067. Motion carried 6 -0.

Sonnentag left the meeting at 10:55 a.m.

#### **Ordinance 1570- 068: Approve Appropriation of Community Development Block Grant (CDBG) Program Income**

Lewinski said this ordinance appropriates 2002 program income received from approved CDBG program totaling \$269,497.95 received from January 1 through July 31, 2002. This will allow additional loans to be made from the program specified in the ordinance.

**MOTION:** Marchese moved, second by Broesch to approve ordinance 157 -O-068. Motion carried 5 -0.

#### **Ordinance 1570- 069: Execute Subgrantee Agreements, HUD Grant Agreement and Funding Application for Final Statement of Objectives and Projected Use of Funds and Expenditures for Community Development Block Grant Program for the Program Year 2003**

Lewinski said this ordinance authorizes the County to execute agreements with the Federal Government to accept up to the estimated amount of \$1,650,000 in HUD grant funding for CDBG program year 2003.

which is consistent with the 2003 budget. Haukoil requested that Lewinski, in future ordinances, separate CDBG funding from the public service dollars and that he list those agencies that did not receive funding, for informational purposes.

**MOTION:** Marchese moved, second by Behrend to approve ordinance 157 -O-069. Motion carried 5 -0.

**Ordinance 157-O-073: Cancel Unredeemed Checks Issued by County Treasurer**

Reeves discussed this ordinance which allows the Treasurer to cancel uncashed checks and funds totaling \$16,610.16 and that they be placed in a liability account of the Unclaimed Property Fund. The funds for any new check issued and cashed will be drawn from the liability account. Whatever funds remain unclaimed after six years will be transferred to an appropriate revenue account in the general fund. During this six-year period, the funds will be invested and all investment income earned will be allocated to the general fund.

**MOTION:** Behrend moved, second by Broescht to approve ordinance 157 -O-073. Motion carried 5 -0.

**Ordinance 157-O-065: Benjamin Property Acquisition**

Kavemeier discussed this ordinance which authorizes the acquisition of about 22.5 acres in the Town of Vernon for future parkland and/or open space development with Walter J. Tarmann funds at an estimated cost not to exceed \$210,000. The ordinance appropriates \$211,523 to provide sufficient expenditure authority.

**MOTION:** Behrend moved, second by Broescht to approve ordinance 157 -O-065. Motion carried 5 -0.

**For Discussion Only - Resolution 157 -R-008: Adopt the Waukesha County Transit System Development Plan: 2002 -2006 (SEWRPC Community Assistance Planning Report No. 245)**

Esler discussed this resolution which was unanimously adopted by the Public Works Committee. The report will serve as a guide for future deliberation on mass transit. Former Finance Committee member Karen McNelly and former Finance Committee chair Carolyn Evenson had requested this report years ago which is why he's bringing this issue before the Finance Committee. The report reflects route statistics for 1999 and 2000.

The report outlines the mass transit routes in either red (poor) or black (good) and any decisions on the future of those routes could be made accordingly. Esler said there are separate performance measures for express, local or shuttle, and demonstration routes. Regarding the latter, in every performance measure whether it's cost, cost per mile, or passengers per trip, they are all in the red - they failed to meet system averages. Esler advised that Routes 303 and 304 have already been discontinued due to high cost but there are others that do not meet these averages and, therefore, should be examined. Route 302 is in the 2003 budget to be discontinued and there are three remaining. Route 9, a Saturday route that goes into Butler, will be looked at next year for possible elimination, per Public Works Department staff. Route 106, which services the Menomonee Falls industrial park, is also on the "watch" list. Route 218, West Allis to the New Berlin industrial park, will more than likely be eliminated. A philosophical discussion on mass transit ensued.

Esler said this is a good guide but it's not totally being followed. The report states the County should discontinue the old 302 and institute a new 302. However, the County is not planning on that because staff don't believe the new 302 will do any better. The report also recommends a future Shorewood to Pewaukee route. Should a route like this be established? Esler said this could wait until the Milwaukee transit system company begins giving us route recommendations. Haukoil said we will soon be reviewing the contract with Milwaukee County and should we be doing that, to make disclosure recommendations? Esler said this issue will be discussed at a future date. An ordinance will be coming forward and will include the contract.

**Ordinance 1570- 071: Accept 2002 U.S. Department of Justice Immigration and Naturalization Services Video Tele Conferencing Technology Initiative Grant and Modify Waukesha County Sheriff Department's 2002 Budget to Authorize Grant Expenditures**

Koth discussed this ordinance which authorizes the department to accept up to \$64,869 in grant funds to install and maintain video teleconferencing equipment to connect the County Jail with the Immigration and Naturalization Service (INS). This will reduce the need for prisoner transports to INS hearings. The funding will provide for installing the necessary equipment, training, and three years of operating costs. Grant administration, not covered by the funds, will be absorbed in the department's budget. When it's not being used for INS hearings, the Sheriff's Department has been given permission to use it whenever they want and hook it up with the courts.

**MOTION:** Behrend moved, second by Broesch to approve ordinance 157 -O-071. Motion carried 5 -0.

The committee recessed at 12:02 p.m. and reconvened at 12:47 p.m. All committee members were in attendance.

**Ordinance 1570- 058: Create New and Abolish Positions; Approve Reclassifications; Establish Salary Placements of Non -Represented Positions Resulting from Review of Non -Represented Classifications; Modify Sunset Provisions of Certain Positions**

Bani distributed revised copies of the fiscal note and Table I of the ordinance as amended by the Personnel Committee. The amendment, affecting the Department of Health & Human Services, reads that one regular full -time psychiatrist may be filled with one regular full -time or two regular part -time positions not to exceed one FTE, and abolish one regular part -time position (.8 FTE) of psychiatrist effective January 1, 2003. This will allow them in the future to fill it with one full -time employee or two part-time employees depending on what the market offers at that time. Zastrow noted this has no budgetary impact.

Zastrow distributed New Position Request forms for the Director of Public Safety, Communications Training Coordinator, Senior IS Professional Communication Center Specialist, Communications Center Manager, Land Information Systems Analyst (Parks & Land Use Dept.), and Secretary Supervisor (Register of Deeds Office). Zastrow and Paulson reviewed Table I (Create and Abolish Positions), Table II (Reclassifications), Table III (Equity Adjustments), Table IV (Classification Specification changes), and unfunded positions. Zastrow went on to review same.

The overall net tax levy impact of the ordinance is \$186,461 - \$4,426 for equity adjustments and \$182,035 is the net for created and abolished positions.

Broesch left the meeting at 1:30 p.m.

**MOTION:** Behrend moved, second by Griffinto approve ordinance 157 -O-058. Motion carried 6 -0.

**2003 Budget Overview**

Swartz advised that the proposed 2003 County budget is comprised of about \$199.5 million of operating expenditures which is \$8.9 million or 4.6% higher than last year. Capital projects spending is at \$30.6 million, \$3.7 million or 13.8% above last year's level. The total County budget is at \$230 million, \$12.6 million or 5.8% above last year. Operating revenues are \$118 million and capital project revenues are at \$18.8 million. The operating budget, less revenues and net appropriated fund balance of \$5.9 million, is \$75.5 million, an increase of 4.87% over last year. The capital budget, less revenues and appropriated fund balance, is \$5.2 million, a decrease of 7.37% from last year. The county general tax levy is \$78.1 million, a \$2.9 million or 3.8% increase from last year. The Federated Library tax is at \$2.54 million, a \$180,000 or 7.60% increase over 2002.

Swartz and Witkowski went on to give an overview of the 2003 proposed budget. Swartz highlighted the County Executive's transmittal letter, budget drivers, strategic priorities, budget philosophy, budget assumptions, expenditure highlights, 2001 -2003 revenues summary revenue highlights, tax levy, the position summary, etc. Witkowski highlighted the trends and statistics including county population, equalized property value by municipality, county demographics, annual levy rates, property tax levy data, revenues and expenditures per capita, debt service, personnel and benefits costs, etc.

**Discuss and Consider the 2003 Operating Budget for the Department of Administration**

Cummings and staff were present to discuss the proposed 2003 budget as outlined in the budget book including the achievements and objectives. Total all funds, expenditures increased \$636,275 or 5.6% (\$11,320,277 was budgeted for 2002 and \$11,956,318 was budgeted for 2003). Revenues increased 6.1% or \$387,398 (\$6,305,535 was budgeted for 2002 and \$6,692,933 was budgeted for 2003). The total tax levy budgeted for 2003 is \$5,339,696. This reflects an increase of \$200,553 or 3.9% from 2002 when \$5,139,143 had been budgeted. The 2003 position summary showed an overall increase of 2.34 positions.

Sonnentag left the meeting at 4:03 p.m.

**MOTION:** Behrend moved, second by Broesch to tentatively approve the 2003 operating budget for the Department of Administration. Motion carried 5 -0.

**Fund Transfer 2002 -110-1: Non -Departmental General -Transfer funds from Operating Expenses to Personnel Expenses**

Cummings discussed the fund transfer which involves transferring \$24,000. Personnel costs are estimated to exceed budget by year -ends, in error, the department budgeted only half of the amount necessary for the employee incentive payment for employees who have reached the maximum level of accumulated sick time. Funds are available in operating expenses (contracted services) as the department has lower than budgeted costs associated with Business Continuity planning.

**MOTION:** Behrend moved, second by Bruce to approve fund transfer 2002 -100-1. Motion carried 5 -0.

**MOTION:** Behrend moved, second by Bruce to adjourn at 4:50 p.m. Motion carried 5 -0.

Recorded by Mary Pedersen, Legislative Associate.

Respectfully submitted,

Joseph F. Griffin  
Secretary